NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

Weekly Staff Newsletter
November 13, 1998

AUCTION MONDAY FOR STEVE McCARROLL !

Buy neat natural history items, and other excellent stuff.

Great food, pop, wine, beer and margaritas
can be had at a reasonable price.

Come early to look over the items to be auctioned.

Checks should be made out to "The Field Museum";
the memo line should say "c/o **Steve McCarroll**."

Submitted by **Elaine Zeiger**

1999 Museum Calendars $1 *NOW*!

The Publications Department is accepting orders for the 1999 Field Museum Calendars ($1). Call **Robert Vosper** (ext. 465) or drop by his office (ground floor next to the Membership Department). Departments should place orders by November 19. Orders from individuals will be accepted starting November 20. There is a limited supply, so don't procrastinate.

Submitted by **Robert Vosper**

How to beat the holiday blues

Do the holidays make you feel overwhelmed? Stressed? Down in the dumps? We have asked our Employee Assistance Plan to provide you with skills to handle HOLIDAY BLUES. Plan to attend the Brown Bag Seminar on **November 19, 1998** at noon in Dining Room C and D.

Submitted by **Carol Kasarda**

FIELD NOTES

Week of November 16

Public Events/Special Events

Dinosaurs and More
- Monday 10 a.m., Clrm A/ LH 1 & 2

Chicago Mountaineering Club
- Monday 6 p.m., Clrm C

Group Overnight
- Friday 5:45 p.m.

Staff/Volunteer Events

Steve McCarroll Benefit Auction
- Monday 3:30, SFH

Tuesday Noon Lecture Series
- Zoology Classroom

Holiday Blues Brown Bag Seminar
- Thursday noon, Dining Room C/D

Audience Research Initiative
Brown Bag Lunch
- Thursday noon, Zoology Clrm

Aerobics Class
- Tuesday and Thursday 5 p.m.
  Outside Philippines Exhibit

Museum Highlights Tours
FINAL WEEK
- Monday and Thursday 9 a.m., SFH

The Field Museum computer inventory

Jack Chiu will be inventorying Museum computer equipment for the next several weeks. He will be using the departmental Y2K questionnaires that some of you recently completed, as the basis for the inventory. Jack's activity should only require a few minutes of your time. Please cooperate with Jack when he calls or visits your area.

Submitted by **Jim Koeppl**

Tuesday at Noon Seminar Series continues

The Tuesday at Noon seminar for November 17 will be given by Ms. Satie Airamé, a graduate student with the Committee on Evolutionary Biology at the University of Chicago. The title of her talk is "Effects of Human Activity and Climate on Amphibian Species Diversity and Abundance in Borneo." Please join us at 12 noon in the Zoology Classroom, and feel free to bring your lunch.

Submitted by **Bill Burger**

E-mail etiquette

Due to the increasing popularity of using e-mail as an internal communication system, the following guidlines should be followed when scheduling a meeting:

E-mail is a great way to find out the availability of meeting attendees; however, make sure to copy the recipient's assistant, if applicable.

When a meeting is scheduled, or a change is announced, it is a good idea to send a follow-up memo or confirm with a phone call. As mentioned above, the attendees' assistants should also be copied with any confirmation or change in schedule.

Submitted by **Julie S. Baker**

Staff and the use of alcohol

Beginning in early November, Corner Bakery will be serving alcohol to Museum visitors. We would like to remind staff and volunteers that it is the Museum's policy that staff not consume alcohol during the course of the work day. We know that staff will respect the distinction between visitors' having alcohol and staff having alcohol during their work day. We also remind staff that signs of alcohol consumption or intoxication will be addressed. Thank you for your cooperation.

Submitted by the Human Resources Department

$$ FINANCE FORUM $$

The Finance Department would like to ask that anyone who receives a packing slip verifying that merchandise was received please forward it to Accounts Payable. This helps us to track all purchases made by the Museum, and to make sure you receive and pay for exactly what you ordered. And of course, if there is any problem with your order please contact the Purchasing Group right away.

Reminder: In order to ensure that 1998 purchase order expenses hit our 1998 budget, please have all purchase orders in **Tom Geary**'s office no later than Friday, November 27. Purchase orders with November dates on them will be charged to your 1998 budget (assuming of course that your budget is not overspent). Purchase orders received in December and after will hit the year in which title to the goods or service is received. If you have a question please call **Tom Geary** at ext. 278.

Claudia Cale is a single mother with twin daughters. Unless she can find affordable day care for them, she will have to quit her job. If she quits her job she_____
_____
_____
_____.

***You* can write a happy ending.**

DON'T FORGET...

The United Way Campaign Deadline is Friday November 20th

Our goals:

- **AT LEAST $20,000 IN OVERALL FUND-RAISING**
- **50% EMPLOYEE PARTICIPATION RATE**

With your gift to United Way, you have the power to write "happy endings" to stories we all hear about.

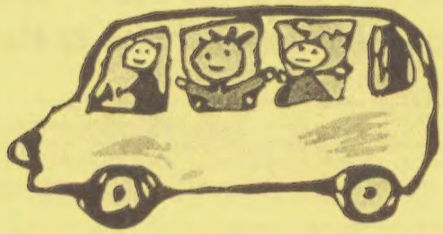
Your choice to give–no matter what the amount–ensures the continued efforts of United Way to address a wide range of issues and needs to help many people who *really* need help, and make the Chicago-land community better for all of us.

Please join me in contributing to this year's United Way campaign.

Marla Camp, Museum Affairs
Employee Campaign Chair

Turn your completed (or blank) pledge form in to Marla Camp by November 20th.

Educational Outcomes



# of Museum Exhibits

Come to this month's Audience Research Initiative Brown Bag Lunch to learn about recent research on the interaction of cognitive style and instructional strategy on educational outcomes at a museum exhibit.

Our featured speaker will be

Dr. Naomi Knappenberger

Dr. Knappenberger recently received her Ph.D. in Instructional Technology from the University of Virginia

She will talk about field independence/field dependence and its implication for the design of educational museum exhibits.

Audience Research Initiative Brown Bag Lunch

Thursday, November 19th at 12:00 p.m.
Zoology Classroom, 3rd Floor

For more information, contact Deborah Perry at 986-1134.

THE FIELD MUSEUM
1999 STAFF HOLIDAY SCHEDULE

Below is a listing of staff holidays for 1999. The list also specifies which days the Museum will be closed to the public. Your actual day off will be determined by where you work (public or non-public area). There are a total of 10 holiday days each year.

DAYS THE MUSEUM WILL BE CLOSED TO THE PUBLIC:

Friday	January 1	New Year's Day
Saturday	December 25	Christmas Day

DAYS NON-PUBLIC AREAS OF THE MUSEUM WILL BE CLOSED:

Friday	January 1	New Year's Day
Monday	January 18	Martin Luther King, Jr. Day
Monday	May 31	Memorial Day
Monday	July 5	Independence Day (day after)
Monday	September 6	Labor Day
Thursday	November 25	Thanksgiving Day
Friday	December 24	Christmas Eve Day
Your Choice	Your Choice	Floating Holiday
Your Choice	Your Choice	Floating Holiday
Your Choice	Your Choice	Floating Holiday

FLOATING HOLIDAYS

You have three floating holidays this year. This will give you more flexibility in customizing a time-off schedule that fits your work/life needs. The use of your floating holidays requires advance approval by your supervisor/department manager and must be used within the calendar year. You cannot carryover unused holiday time to the year 2000. When you leave the Museum, you will not be paid for unused holiday time.

TIME SHEETS

When you use your floating holidays, code your time in the "Floating Holiday" section of your time sheet.

Announcing a new Museum initiative:

THE ART OF THE DUMPSTER

You have read in recent issues of the *Natural News* about the formation of a Facilities Advisory Group, whose first project is to organize a Museum-wide cleanup. The impetus for this project comes from a growing awareness that the best way to control the pest problems in the building is to keep the floors clear of boxes, paper, and any other items so that they can be cleaned more thoroughly.

I am very pleased to announce that the Facilities Advisory Group has chosen **January 4-8, 1999** as the **First Annual Field Museum Cleanup Week**. Watch for more details in the coming weeks, but please mark your calendar now so that we can all focus on the cleanup together. Think of this as a New Year's resolution. Our goals are to clear *every area* of the Museum of paper, cardboard, trash, and old items which have been saved for years but will never be used—and then to be sure that whatever can be recycled is disposed of properly. When the cleanup week is over, we will bring in a cleaning service to vacuum the whole Museum.

We recognize that some areas of the Museum will not be able to participate in the Cleanup Week in January. The Exhibits area, for example, has decided to hold its cleanup effort next Wednesday through Friday as a sort of pilot project. We will be watching them carefully to make sure we're prepared when we hold the full-Museum cleanup in January.

Start looking around now to identify what materials in your area need to go into the dumpster and what can be recycled. Let's get ready to roll up our sleeves and clean up our act!

John McCarter

The A-Z Model 2000 (c. 1998)

Lever-action tilt feature for ease of use. One-piece construction for greater sturdiness. Private collection.

The dumpster is a ubiquitous and evocative part of the modern urban environment. Its sheer utility is an icon for the civic and social virtues of cleanliness and practicality while, at the same time, its overripe smell reminds us of our social failings.

Label copy from "The Art of the Dumpster"

Facilities Advisory Group

Jim Croft (Chair) • Frantz Cartright • Ron Cundiff • Tom Geary
Larry Heaney (Cleanup Week Chair) • Debbie Kvapil • John Mazza • Mike "Michael" Paha
Rodger Patience • Ernst Pierre-Toussaint • Laura Sadler • Cap Sease • Bill Stanley
Shawn VanDerziel • Diane White

Some reminders about recycling as you prepare for the First Annual Field Museum Cleanup Week . . .

Paper recycling

All of these can be recycled: white and colored bond paper/copy paper; letterheads; computer paper; NCR forms; stationery, tablet sheets; data tab cards; file folders; any catalogs (glossy paper is OK); envelopes (plastic windows are OK); magazines; newspaper; fax paper; phone books; ream wrappers; books. Don't worry about staples, paper clips, and rubber bands in with the paper.

You may not know this: If your department has boxes of brochures or flyers to recycle, you can *leave them in the box* when you bring them to Shipping.

ACADEMIC AFFAIRS

Klein attends Midwest Museums Conference

Janice Klein, Anthropology Department Registrar, attended the annual Midwest Museums Conference last week in Madison, WI, where she participated in a workshop on the revised Standard Facility Report and the Federal Indemnity Program. She also attended sessions on bar-coding, commercial use of museum photography collections, and innovative uses of the permanent collection. Janice now serves as the Development Officer for the Midwest Registrars Committee.

Sease speaks at Rutgers on ethics and antiquities

Cap Sease (Anthropology) has recently returned from Rutgers University, where she was an invited speaker at an international conference on "Art, Antiquity and the Law." A gathering of experts in all aspects of cultural heritage (archaeologists, art historians, lawyers, law enforcement officials, information agencies, dealers and collectors) met to discuss the difficult issues involved in the growing threats to global cultural heritage and preserving moveable and immovable cultural property worldwide. Cap spoke about the difficult ethical issues that the antiquities trade poses for archaeological conservators. This is a topic that she has addressed at various similar conferences over the past five years and in numerous recent publications.

Anthropology receives gift from longtime friend

The Anthropology Department recently received two lovely Chinese cameo glass snuff bottles and a small white jade figure from a woman in California, who wrote the following note:

> *"Many years ago a friend gave me two Chinese snuff bottles and a small Chinese figure of white jade. It was her wish that I later give them to your museum. It is time for me to do so now. Her name was Mildred Angle and she spent many happy hours at your museum when she was a child."*

NOTICE TO ALL STAFF for future reference

Laurie Sanders is in the Group Sales Department which is located in the Special Events office area. **Kirsten Carr** is working in Group Sales through the end of the year. She is at ext. 850. If you have any questions about Group Sales, please call Laurie at ext. 843. The direct number from the outside is (312) 322-9944. Thank you!

Submitted by **Laurie Sanders**

FAN MAIL

Dear **Mr. McCarter**,

I want to thank you for a wonderful day, Saturday. *The Art of the Motorcycle* is absolutely wonderful. I am so thrilled that I had the opportunity to see it and see it in one of my favorite cities, Chicago. I tried to get to the Guggenheim but my schedule didn't permit that.

I rode down from Milwaukee Saturday morning to be a part of your breakfast ride, it was 27 degrees at 5 a.m. and I was grinning from ear to ear. I guess I was a bit excited. When I arrived at the staging area your museum staff and volunteers couldn't have been nicer or more helpful. They truly warmed up a chilly morning.

My wife Lisa met me at the museum, she's smarter than I am, she took a nice warm train. At the museum we had the good fortune of meeting your wife Judy. She gave us some of the background of the show and how it came to the Field. She also told us about Sue and (the) process of procuring her. She was so gracious and delightful. I mean Judy not Sue, but I'm sure Sue was probably delightful in her time too.

Thanks again for a great day. Here in Milwaukee we know a thing or two about motorcycles. You and your staff should be very proud of the organization and running of this event.

Max Hoelzl
Lisa Edgar

WELCOME

Staff who began their employment in October!

Harit Bhatt	Botany	Intern
Cherrynes Bilgera	Stores	Sales Clerk
Jutta Buschbom	Botany	Collections Assistant
Irene Cabello	Security	Security Officer III
Kirsten Carr	Group Sales	Project Assistant
Michelle Dabbs	Housekeeping	Housekeeper
Jane Dukek	Development	Secretary II
Bronwyn Lloyd Eves	Conservation	Assistant Conservator
Ellie Gunther	Special Events	Special Events Coordinator II
Janeice Hemphill	Finance	Finance Cashier
DeVonne Higgins	Stores	Sales Clerk III
Traesey Horton	Engineering	Carpenter
Kevin Karpiak	CCUC	Research Assistant
Ernst Loubeau	Engineering	Assistant Engineer
Susana Magallon-Puebla	Acad. Affairs	Grad. Research Assistant
Adelaida Maravillas	Stores	Sales Clerk
Allyson Meyer	Acad. Affairs	Web Content Specialist
Gretchen Moeser	Geology	Collections Assistant
Ariel Orlov	Exhibits	Sr. Coordinator, Temp. Exh
Nodwesi Red Bear	Anthropology	Intern
Lisa Roberts	Visitor Services	Visitor Services Rep.
Shirley Simmons	Housekeeping	Housekeeper
Joanne Starykowicz	Special Events	Food Service/Events Facilitator

WELCOME BACK

Staff who were rehired during October!

David Mendez	Exhibits	Crew Leader

CONGRATULATIONS

Staff who were promoted or changed positions!

	From	To
Rebecca Conant	Collections Assistant/Geology	Invert. Collections Mngmt. Assist./Geology
Mentee Teah	A/V Technical Assistant	A/V Maintenance Coordinator

GOODBYE AND BEST WISHES

Staff who ended employment during October!

Thomas Anton	Zoology	Collections Assistant
Jennifer Germain	Visitor Services	Visitor Services Rep
Matthew Lingenfelter	Exhibits	Asst. Graphic Designer
Todd Osmundson	Botany	Research Assistant
Bill Ryan	Education	Intern
Carrie Woods	Visitor Services	Visitor Services Rep